

Assessors' Quarterly Report to the City Council
Beginning July 1, 2022 – September 30, 2022
"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"

First Quarter

- Board of Assessment Appeals - The board met on September 13, 2022 to hear motor vehicle appeals. There were two appeals taken and one change made.
- Real Estate – New owner transfers and sales ratio reports are being done daily. Building permits are continually monitored and logged, as well as certificates of occupancy and letters of compliance for pro-rates to value. We continue to serve many attorneys, title searchers, and real estate appraisers with property record cards and maps via email as well as in person.
- Exemptions – Exemptions are continually monitored and updated as properties are both bought and sold by residents who have, or are entitled to exemptions. Reports are filed with the State of Connecticut and Office of Policy and Management when required.
- Personal Property – We have finalized the personal property listings and mailed our annual declarations. We have 1877 accounts currently for the 2022 grand list. The declarations are due back to the office for November 1st 2022. We are also continuing the process of auditing 35 accounts from the 2021 grand list.
- Motor Vehicle – Motor vehicle tax bills were sent out by the Norwich Tax Collector for July 1st 2022. We handled thousands of phone calls, emails, and walk-in customers seeking information on or adjustments to their motor vehicle tax bills. The Assessor's office received proper proof and made 566 adjustments in the month of July alone and an additional 529 in the months of August & September.
- Court Appeals – We have only one outstanding court appeal relating to the 2018 revaluation. There have been three appeals filed to date on the 2021 grand list. During the 1st quarter, I have settled one appeal and had three pretrial hearings to discuss the outstanding cases.
- Mapping – Continuing to research and fix mapping problems brought to our attention daily. As well as updating our maps based on recorded surveys and deeds.
- 2023 Revaluation – The RFP for the 2023 revaluation went out to bid in July and the contract was signed with Vision Government Solutions in September. We have started the initial conversations with the appraisal team laying out the schedule of

William M Lee, CCMA II
Assessor

Cash Codes Summary- Norwich

DATES 07/01/2022 TO 09/30/2022

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ALL LOCATIONS

Rev 07/06/2007

RECEIPT	CASH CODE	DESCRIPTION	REFERENCE	COUNT	DETAIL AMT
Total For Cash Code	RECORDING FEES		1	1661	\$42,415.00
Total For Cash Code	EXTRA FEE		4	278	\$556.00
Total For Cash Code	LOCAL TAX		5	271	\$328,798.06
Total For Cash Code	NEW CONV TAX		6	259	\$496,675.50
Total For Cash Code	RECORDING FEES		51	10	\$100.00
Total For Cash Code	COPIES		57	14	\$32.00
Total For Cash Code	CERTIFICATION		58	16	\$32.00
Total For Cash Code	VITAL		59	1027	\$30,960.00
Total For Cash Code	CHARGE ACCOUNT PAYMENT		105	29	\$6,055.00
Total For Cash Code	MARRIAGE STATE		800	68	\$2,312.00
Total For Cash Code	MARRIAGE CITY		801	68	\$1,088.00
Total For Cash Code	DOG LICENSE BASE 19		901	77	\$1,463.00
Total For Cash Code	DOG LICENSE BASE 8		902	281	\$2,256.00
Total For Cash Code	DOG RENEWAL LATE FEE		903	251	\$395.00
Total For Cash Code	FISH & GAME		907	25	\$840.00
Total For Cash Code	NOTARY		908	86	\$465.00
Total For Cash Code	SURVEY/SITE MAPS		910	7	\$740.00
Total For Cash Code	OPEN VITAL		917	15	\$485.00
Total For Cash Code	MISC		918	23	\$793.60
Total For Cash Code	FEDEX CHARGE		919	17	\$680.00
Total For Cash Code	COPY		921	394	\$3,001.00
Total For Cash Code	CREDIT CARD SURCHARGE		936	97	\$970.00
Total For Cash Code	STATE PRESERVATION		937	1239	\$54,516.00
Total For Cash Code	CITY PRESERVATION		938	1239	\$3,717.00
Total For Cash Code	TOWN PRESERVATION		939	1239	\$3,717.00
Total For Cash Code	LIQUOR PERMITS		948	13	\$260.00
Total For Cash Code	DOG REPLACEMENT TAG		953	1	\$0.50
Total For Cash Code	MAP INDEX		965	1	\$25.00
Total For Cash Code	STATE TREASURER		1001	115	\$14,605.00
Total For Cash Code	TOWN GENERAL FUND		1002	115	\$3,680.00
Total For Cash Code	STATE TREASURER		1003	173	\$19,030.00
Total For Cash Code	TOWN GENERAL FUND		1004	173	\$6,747.00
Total For Cash Code	TOWN CLERK FUND		1005	173	\$1,730.00

Cash Codes Summary- Norwich

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<i>RECEIPT</i>	<i>CASH CODE</i>	<i>DESCRIPTION</i>	<i>REFERENCE</i>	<i>COUNT</i>	<i>DETAIL AMT</i>
Total For Cash Code WEB SUBSCRIPTION - 1 WEEK			1960	36	\$1,850.00
Total For Cash Code WEB SUBSCRIPTION - 1 MONTH			1961	8	\$800.00
Total For Cash Code WEB SUBSCRIPTION - 6 MONTHS			1962	5	\$1,250.00
Total For Cash Code WEB SUBSCRIPTION - 1 YEAR			1963	15	\$6,750.00
Grand Total					\$1,039,789.66

City of Norwich Finance Department Quarterly Report on Goals Fiscal Year 2022-23

Department Goals	DGI				DG2	DG3	DG4
	Increase efficiencies and impact by working collaboratively with other departments, agencies, boards, and commissions as well as outside agencies.						
Goal Descriptions	Increase property tax collection rate on current tax levy and aggressively pursue delinquent taxes.						
Action Plans	Implement strategies to reduce costs and increase efficiencies through technology and process review.						
Activities	Reduce volume of routine tax payments made in-person or by mail, so tax staff can focus on delinquent tax collections.	Reduce # checks by increasing ACH vendor payments	Miscellaneous billing	Transition parking ticket collections to Tax Office	American Rescue Plan Act Grant Process	Provide timely, accurate, and transparent budgets, reports and analysis to stakeholders.	Train personnel to the highest standards while holding them accountable to those standards.
Measure Description	Percentage of in-person/mail tax receipts divided by total tax receipts	Cumulative general fund current levy tax collection percentage	Regular schedule/process for tax sales, tax lien sales, and foreclosures.	Implement new parking ticket software that works on the same platform as property tax collection.	Narrative	Date that audited financial statements are complete.	Develop personal development plans for each staff and ensure proper level of professional certifications are achieved through education and training.
Target/Timeframe	Strive for continuous decrease	Increase current levy collection rate above prior year rate.	Ongoing	Finish transition by 12/31/2022	Ongoing	Issue financials by 11/15/22	Identify training needs and one or more training opportunities for each employee.
Q1 Measure	39.61%	54.57%	58% of payments by ACH by 6/30/2023	52.99%	Ongoing	Issue financials by 11/15/22	Number of employees with training plans (out of 13)
Q1 Notes	Was 38.48% at this time last year. Exploring options for electronic billing.	Was 55.53% at this time last year and 53.55% two years ago. Real estate collections are stable. Personal property and motor vehicle collections have decreased.	Mailed delinquent statements. Mailed demands for delinquent personal property and real estate.	Research current contract and compare to QDS. Draft ordinance for hearing officer for parking violations.	Set up new projects for items approved in July. Continue to update quarterly reporting with changes in ARPA guidance.	Closed fiscal year 2021-22 and completed most audit fieldwork in September.	Advised IT Manager position to fill it in advance of Leon Barnowski's retirement.

Norwich Fire Department Quarterly Report – Q3

July 1, 2022 through September 30, 2022

Operations:

The city continues to experience a variety of types and severity of calls for emergency services. Total incidents for this quarter: **683** with the following breakdown: **41** fires, **443** rescue/emergency medical calls, **53** service calls, **146** misc*. Mutual aid/automatic aid was provided **18** times and received **7** times. There were **164** (24.0%) overlapping calls.

Significant incidents:

- 08JUL: Capehart, foot of 5th St. – structure fire. Engine-2 crews were alerted by people banging on the door to report the fire. While responding crews reported a working fire on the 2nd and 3rd floors in one of the buildings on the main portion of the complex across the canal. After a limited primary search of the exterior of the building, defensive operations were set up. Mutual aid provided on scene by Taftville, EGP, Yantic, Laurel Hill and Mohegan Tribal FDs. Assistance on scene provided by NPU, NPD and American Ambulance. Fire is under investigation by the Fire Marshal Office.
- 09JUL: Capehart building adjacent to the parking lot off of 8th St. - structure fire. Engine-2 crew was notified by a passerby of smoke from the vacant mill. A full assignment was dispatched for report of a structure fire. Upon arrival on scene crews reported a working fire with fire on the exterior and interior section of the mill adjacent to the loading dock. Initial fire attack was made exterior then moved interior. A total of 3 areas of fire were found. A second alarm was called, with second alarm companies providing station coverage and ET-61 going to the scene. Assistance provided by EGP, Yantic, Laurel Hill, Taftville, and Mohegan Tribal FDs. There were no civilian nor firefighter injuries reported. Fire is under investigation by the Fire Marshal Office.
- 12JUL: 102 Main St. - structure fire. Crews responded to a report of a porch fire. Upon arrival on scene, crews found a fire on the porch which had extended into the structure and roof of the top floor, rear apartment on the Church St. side of the building. An occupant was attempting to extinguish the fire when NFD crews arrived. Crews stretched a handline while other crews conducted primary searches and ventilation. Mutual aid provided on scene by Yantic, EGP, Mohegan Tribal and Taftville FDs. Station coverage and additional calls handled by Laurel Hill, Taftville, and Montville. Assisted on scene by NPD, NPU, Building Department, American Ambulance and Red Cross. Two firefighters transported by American for heat related injuries. One firefighter self-transported for a minor foot injury. Fire was placed under control in about 75 minutes. Heat, building access, age and construction of the building made for a difficult fire attack, but crews worked well together to minimize fire and water damage. NPU secured electric, gas, and water to 102-110 Main St. No civilian injuries reported, 3 minor firefighter injuries. Red Cross assisted 10 displaced persons and a number of pets. Fire is being investigated by the Norwich Fire Marshal Office.
- 14JUL: Downtown area – multiple shooting victims. Crews responded to reports of multiple shooting victims. Crews staged until scene was declared safe by NPD. Crews treated two victims with gun-shot wounds, and one victim with lacerations. No firefighter injuries reported. This time of day and location of this incident should prompt consideration for a lockdown policy at City Hall.

- 27JUL: area of Mountain Ave. – brush fire. Crews responded to a report of smoke in the wooded area off of W. Thames St. Upon arrival and further investigation, a brush fire was located in the wooded hillside off of Mountain Ave. Norwich companies along with mutual aid from Laurel Hill and EGP operated for about 5 hours containing and extinguishing the fire. Forestry-1 and the LH utility vehicle were instrumental in the efforts. One mutual aid firefighter evaluated for heat related injury, no civilian injuries or property damage reported.
- 27JUL: 81 Ross Rd. Killingly – mutual aid – technical rescue. Crews responded to Old Furnace State Park for a second team on a high angle rescue call. Crews were put into staging but not actively involved in the extrication of the victim.
- 04AUG: Thames River, area of channel marker 47 – boat in distress. Crews responded with Marine-1, Marine-2 and shore based units for a report of a 38’ vessel taking on water after running aground on the breakwater. Also responding were USCG, Tow US, DEEP, and CT Conservation Police. Crews assisted USCG and CTCP with dewatering operations and spill containment. No civilian nor firefighter injuries reported.
- 07AUG: 51 14th St. - structure fire. Crews responded to a report of a structure fire. Engine-2 arrived on scene within 4 minutes and confirmed an exterior fire with extension into the attic of a 3-story multi-family residence, with nearby exposure. Crews made an exterior attack to prevent extension to the exposure before an interior fire attack was begun. With a report of a missing occupant, crews made a primary search and stretched a line to the top floor. Primary search was negative and crews continued extinguishment and ventilation efforts. Due to a partial collapse and advancing fire conditions, the crews were withdrawn from the building and conducted defensive operations. Three aerial master streams were utilized along with multiple exterior handlines. Fire was placed under control in about 2 hours. Mutual aid provided on scene by Mohegan Tribal, Taftville, Yantic, EGP, Occum, Laurel Hill, New London and Poquetanuck FDs. Coverage was provided by Gales Ferry, Yantic, and Laurel Hill. Also assisting on scene were NPU, NPD, American Ambulance, Red Cross canteen, Red Cross, and the Norwich Building Dept. Red Cross assisted 21 displaced occupants (12/9). Cover companies took in 2 medical calls. There were no civilian injuries reported, there was one minor FF injury reported. Fire is under investigation by the Fire Marshal office. I would like to make special mention to the efforts of the PD in assisting the IC with locating the reported missing occupant. The person had left the scene prior to FD arrival, but with the assistance of witness reports, the PD made the effort to track down the individual to ensure accountability. This assistance and coordination is greatly appreciated, as it removes the need for unnecessary risks searching the building for someone who has left the scene.
- 19AUG: area of 57 Woodside – brush fire. Crews responded to a report of a brush fire to the rear of the residence, on the hillside. Upon arrival crews found an approximately 3 acre area that had been burned and still burning in multiple areas. NFD assisted on scene by Laurel Hill personnel and UTV. Station coverage during the incident provided by EGP, Taftville and Laurel Hill. Cover companies responded to an MVA rollover during this time. No civilian nor firefighter injuries reported at the brush fire, no structures damaged.
- 26AUG: 6-8 South A St – mutual aid – structure fire. Crews responded to Taftville for a report of a structure fire. Upon arrival crews found basement fire with one line in operation, fire under control. Crews assisted command with notifications, and ventilation. No firefighter injuries reported.
- 30AUG: 28 Spicer Rd – mutual aid – structure fire. Crews responded to the town of Preston for a reported working fire. Crews arrived to a working fire and assisted with interior fire operations and overhaul. No firefighter injuries reported.

- 19SEP: Thames River – water rescue. Crews responded to a report of a person in the water. A multiple company response: Engine-3 crew staffed Marine-1, Squad-A went to New Wharf Drive area of the shore, Truck-1 and Battalion-1 responded to Brown Park. Once underway with Marine-1, crews were directed by Norwich Dispatch to the exact location of the person in distress. Crews located a male patient clinging to a submerged log near the eastern edge of the river. Crews removed the patient from the water to Marine-1 and assessed for injuries. Patient was transported to Brown Park and turned over to American Ambulance with NPD assisting. Norwich Dispatch performed expertly on this call, staying on the line with the reporting party to gain detailed information to direct Marine-1 to the patient with minimal delays. Great coordination by all units involved.

Notable Events:

- 30JUL: HR employee ride along at Fire HQ. Kaylee Manfredi did a ride along with HQ companies to get a taste of life at the firehouse. It was a quiet shift, but time well-spent educating Kaylee on the duties of the FD.
- 02AUG: National Night Out at Brown Park, attended by NFD, vehicle extrication demonstration by EGP.
- 10AUG: NFD received word of the awarding of an Assistance to Firefighters Grant (AFG) in the amount of \$417,000.48 (379,091.34 Federal share, 37,909.14 City match). The grant will cover Rapid Intervention Team, Aerial Operator, and Pump Operator training. Training will be scheduled in the fall and spring.
- 14AUG: Supported Mohegan Tribal Cultural Crossing of the Thames River. Annual canoe trip from the harbor to Fort Shantok followed by ceremony and celebration.
- 31AUG: First day of school ride to school on a Fire Truck. A BoE initiative to promote school registrations. Winners are drawn by the BoE for a ride to school on a fire truck for the first day of school. This is a well-received program that all Norwich FDs participate in.
- 5/6SEP: Heavy rains caused a number of service calls for flooding, as well as created a significant sink hole on N. Main St. No firefighter injuries nor equipment damage reported.
- 11SEP: Marine-1 and Car-10 supported the New London 9/11 Memorial Service held at City Pier.
- 12SEP: Chief, DTS, BC and Captain attended familiarization/operational walk-through of Electric Boat facility to preview mutual aid expectations.
- 19SEP: Companies attended the Cultural Diversity event at Brown Park.
- 27SEP: Lucas Devices delivered. These were purchased with ARPA funds to outfit all Norwich Departments with at least one of the critical life-saving devices. Training will be held in October before the units are placed in service.
- 27-29SEP: Motorola CAD team meetings at NPD to begin CAD provisioning. NFD has assigned 3 personnel to this group for CAD build out of fire service needs.

Fire Marshal Office:

- Investigated **22** fires: **5** of which were arson investigations. There were **7** vehicle fires, and **13** structure fires.*
- Conducted **172** Fire Code Compliance Inspections/re-inspections, **7** Plan Reviews, and **14** consultations.*

*A complete breakdown is available upon request

- Office is awaiting lab information on an incendiary motor vehicle fire.
- A juvenile has been referred to the office for fire starting behavior.
- Continued refinement with the OpenGov software to meet office needs.
- An update on the ongoing issues with a local property owner, Ms. Lee. She has a second arrest pending. Last communication with Chief Daley was that Ms. Lee was out of the country but would turn herself in when she returned. No further updates.
- Newly assigned member to the office started the State Investigator module in SEP. This position is funded with ARPA funds through DEC2023. He is scheduled to attend the Code class in the spring to be fully qualified.
- The Norwich Fire Department is continuing to process the incidence of fire in collaboration with State and Local Police support. The staff is working hard to address the many inspections that are delinquent. Office is now staffed at four (three qualified personnel, one in training). Hopefully the new addition will help address the backlog of inspections across the city.
- All marshals attended continuing education courses. All certified personnel are required to have 90 hours of CEUs in a 3 year period to maintain certification.
- One of the marshals was out with COVID for 5 days.
- Fire Prevention has been restarted after the pandemic hiatus. DFM Wrobel is working with the volunteer groups to schedule presentations at City schools and private facilities.
- All public and private annual school inspections completed.
- Numerous construction projects underway or beginning soon: Westledge Apartments, Ponemah Apartments, Thermos Ave. Apartments, Hale Mill Hotel, 77-91 Main St. Apartments, Backus Hospital renovations, Backus Occupational Health renovations, two cannabis growing facilities, two cannabis retail facilities, Hess gas station, the former Fairhaven building.

Training Division:

- 3 new Firefighter hires attended City orientation before beginning the CFA Recruit Program in late August. Scheduled graduation is 09DEC.
- 4 members attending the CFA Fire Officer III course.
- Human Trafficking training completed.
- Low angle rope rescue training conducted at Mohegan Park.
- All 4 platoons and some NPU personnel completed 2 days of CFA Trench Rescue Training. The training was an opportunity to work jointly with NPU to utilize local equipment and review emergency response procedures.
- Various vehicle extrication trainings completed.
- Joint review of nozzles and hoses with EGP for possible future purchase.
- Company training on thermal imagery cameras.
- 2 members completed Aerial Strategy and Tactics course.
- Bailout refresher training completed.
- EMT in-service training conducted by all 4 platoons.
- 3 platoons attended awareness training on Emergency Medical Dispatch.
- Annual Gas and Electrical safety training presented by NPU completed by all 4 platoons.
- After action reviews conducted for 2 structure fires.
- Tanker shuttle operations and fire streams training conducted with VFDs.
- EMD training completed by Chief.
- DTS attended Campus Fire Safety: Codes and Standards course.

- Rope rescue refresher training completed.
- DTS attended the CT FD Instructors Association / Professional Development meeting.
- Daily Training for this reporting period included in-house and external courses, assigned Target Solutions programs, and multiple company level trainings totaling **4336** man hours of training.*
- We continue with our district preplanning, attack planning and building review activities.

Emergency Management:

- Delivered additional COVID self-test kits to St. Vincent De Paul. Supplies of test kits is expended.
- Received COVID PPE supplies for storage from EGP.
- Calibrated Radiological metering equipment.
- Delivered sandbags to 4 elderly residents.
- Provided sandbags to 3 residents that picked up from the EM building.

Attended, virtually or in person:

- RESP monthly meeting.
- Recruit meetings with the CFA.
- Region 4 ESF-4 meetings.
- REPT CEO meeting.
- Millstone EPZ meeting.
- Red Cross Sheltering meeting.
- Norwich Overdose Task Force meetings.
- City Public Safety meetings.
- City Employee Safety Committee meetings.
- FEMA GO meeting.
- City Council meetings.
- Assistance to Firefighters Grant workshop.

Apparatus / Equipment update:

- The Radio project will have a delay from the original estimated operational timeframe. As of a SEP telephone conference, the expected date to begin installation will be JAN. Installation will start with consoles at Dispatch, then mobile units and consoles at NFD for a test / adjustment period. Once that is completed, the VFDs will be done one at a time. Once all mobiles and stations are done, portables will be issued.
- The PFAS foam issues need to be addressed for the onboard systems. The foam that was collected from Taftville and Yantic has been stored at the EM building until all apparatus can be drained. Once that is complete, we will work with the State to have it collected or delivered for disposal. No timeframe for this as of yet.
- Squad-A remains a high priority for replacement. Ideally, we would be about to utilize ARPA funds for this.
- Truck-2 was out of service for a short period. Taftville was notified that we would be calling for Tower-25 to be placed at HQ should Truck-1 go out of service.

*A complete breakdown is available upon request

- Truck- had two sheared bolts on outrigger frame, and multiple loose bolts. This was discovered during annual ladder testing. Fleet Maintenance made the necessary repairs.

Station update:

- Greeneville station window frames repaired. The repairs addressed rotting wood framing, but will need to be revisited in the future as a larger project.
- A storage shed at HQ was removed and given to NPW. The shed needed repairs and was no longer needed due to added shelving and storage in the large outbuilding at HQ. NPW provided assistance with the project and was able to repurpose the shed for storage in Mohegan Park.

Administration:

- Met with City Manager and Fire Chiefs on multiple occasions to discuss ongoing matters relating to operations, communications, and recommendations in the fire study. We have an Automatic Aid policy that is ready for implementation after Dispatch review and notification to the Public Safety Committee.
- There were 2 retirements in July: Captain Fitch and Firefighter Espinoza. Newly promoted were Captain Belleville, Lieutenant Cooke, and Lieutenant Paige. I look forward to working with all of them in their new roles.

Respectfully submitted by:

Tracy Montoya

Chief of Department

Human Resources Department
July 1, 2022 – September 30, 2022

Human Resources is responsible for recruitment • testing • realistic job previews/interviews • pre-employment backgrounds • benefits administration of medical, dental, and life for employees, retirees and outside agencies including Otis Library, Golf and Housing Authorities • FMLA • worker's compensation • safety coordination including annual OSHA 300 reporting • retirement and pension administration • collective bargaining • grievance, mediation, and arbitration coordination and resolution • labor and employee relations • unemployment • contract and Merit System Rules interpretation and administration • Affordable Care Act compliance • ADA compliance • training • performance evaluations • wage rates and step changes • diversity initiatives • payroll certification • participation of numerous City committees • federal and state mandated reporting • drug/alcohol testing • Police Accountability Act Testing.

Description	Number	Description	Number
Recruitment and Testing		Drug/Alcohol/Mental Health Testing	
Requisitions processed	19	CDL monthly random	3
Position announcements	19	Pre-employment (P, S & T)	25
Applications processed	711	Police Accountability Act	1
Applicants tested	165	Workers Compensation/Safety	
Exams administered	11	Claims reviews	0
Realistic job previews/Interviews	15	Claims processed/FRI	34
Lists extended	2	OSHA 300 Filing & Posting	0
Advertisements	12	Disability Wage Statements	4
Employees		Committees	
New hire background checks (P, S & T)	19	Personnel & Pension Board	2
Orientations	13	Volunteer Firefighters Relief Fund	1
Evaluations	37	Safety Committee	1
Step increases	24	Persons with Disabilities	3
FMLA	15	Mandatory Reporting	
Unemployment processing and hearings	5	State - DOL Employment Statistics Report	3
Full Time Permanent Hires	13	State - DOL Multiple Worksite Report	1
Seasonal hires	4	EEO-4 Report	0
Temporary hires	2		
CDL Physical Recertification's	4		
Benefits Administration			
Insurance changes processed	5	Labor Relations	
COBRA elections processed	20	Contract/pension negotiations/MOUs	4
Voluntary Benefits	9	Grievances/mediations/arbitrations/CHRO	6
Insurance billings	12	Training	
Insurance waivers	32	Vector Trainings	13
Open Enrollment	0	Sexual Harassment Prevention Training	13
Pension Administration		Checklists/Procedures	1
Pension processing	50	Record Keeping	
		Organize/Digitize Active Personnel Files	0
		Vaccine Related Issues	0

Numerous hours spent on: • safety/schedules/ leaves of absences/worker's compensation/government mandates, vaccine testing portal and more • navigating through collective bargaining agreements and Merit System Rules • interpretation • enforcement • collaboration with union representatives to resolve labor matters to avoid grievances • coaching department heads on employee relations matters • prepping for arbitrations, CHRO complaints, unemployment hearings, workplace investigations • resolving insurance issues.

ADULT AND FAMILY SERVICES

	JULY	AUG	SEPT	TOTAL Q1
# WALK-INS SEEN	526	580	301	1407
# of phone calls received on main line	2389	2686	2696	7771
# NEW CASES APPLYING FOR ASSISTANCE	75	67	51	193
# TOTAL CASES ASSISTED	253	266	221	740
# HOUSEHOLDS RECEIVING ASSISTANCE	253	264	218	735
RENT MORTGAGE ASSISTANCE	\$ 20,689.00	\$ 18,503.52	\$ 23,028.90	\$ 62,221.42
DIVERSION	0	4825	654	\$ 5,479.00
RAPID RE-HOUSING	547.84	620	0	\$ 1,167.84
FOOD				0
EMERGENCY Rx				0
JOB RELATED INCIDENTALS				0
UTILITY ASSISTANCE	13646.87	7210.29	11842.58	\$ 32,699.74
GOLDEN WISHES				0
Other	729.54	678.41	21.27	\$ 1,429.22
Child Care Subsidies	0	978	649	\$ 1,627.00
RENTERS REBATE APPLICATIONS COMPLETED				1000
KINSHIP/RESPITE GRANTS RECEIVED	3,500.00	5,000.00	1,500.00	10,000.00
NUMBER OF FAMILIES ASSISTED	7	6	2	15
# HOUSEHOLDS DISPLACED DUE TO CONDEMNATION				0
ADULTS				0
CHILDREN				0
% HOUSED				0%
FARNAM FUND DOLLARS RECEIVED	2,500.00	2,500.00	626.00	5,626.00
NUMBER OF WIDOWS ASSISTED	5	6	3	14

NORWICH RECREATION DEPARTMENT 22-23	
	July 1, 2022 - September 30, 2022
Number of program hours	767
Hours reserved for field usage	2969
Number of youth registrations	1897
Number of adult registration	77
Number of sports leagues using fields/facilities	20
Revenue brought in through programming	
Revenue brought in through sponsorship	
Revenue from grant applications	
Number of non-duplicated youth participating in activities	
Special Event/Beach Patrons	6557
Site improvements (narrative)	
Partnerships (narrative)	Partnering with NPS for after school programming. Receiving \$80,000 over the course of the year
	Grants Applied for: P, G, D
	Activities to Remember

ROSE CITY SENIOR CENTER	
	July 1, 2022-Sept. 30, 2022
	1Q-Current Results
New Memberships	76
Program scan-ins	7732
Senior Center Transports	3,548
Med Ride Transports (out-of-town)	not available yet
Completed Outreach appointments	1071
Preventative health (includes all exercise classes, screenings, appointments with nurse & podiatrist)	1894
Completed Benefits Counseling appointments	59
Completed Home visits	33
GRANTS:	Received 2 grants from Senior Resources through Older American Acts totaling \$23,056
	State of CT Medride Grant - \$75,150
	\$10,000 for Golden Wishes Program through the Lord Foundation
SPECIAL EVENTS:	Farmers Market Coupon Distribution - 450 booklets totaling \$9,000
	Renters Rebate assistance provided

Youth and Family

7/1/2022 - 9/30/2022

New Counseling cases	5
New Case Management cases	12
In-school Youth employment	11
Summer youth employment (plus y-r)	117
# of Leadership Initiatives (defined as specific initiatives where leadership skills are being taught & practiced)	3
# of youth who participated in leadership training or events	28
# of volunteers/interns we had complete work with us	5
JRB/FWSN cases	10
Service Inquiries & Referrals	67
# of youth engaged in group programming	315
# of alcohol/drug education/prevention events	8
# of participants in alcohol/drug education/prevention events	1,010
Summer Jam and Learn	10
Hours of case management to low income Norwich families	108
Hours of professional counseling to low income Norwich families	166
Number of youth provided with employment assessment	117
Number of youth provided with employment internships	117

# of meetings staff attended with community collaborative partners	15
Task Force meetings average attendance	22
# of Youth Coalition Meetings average attendance	1 meeting/5 people
# of NPC Coalition meetings average attendance	2 meetings/12 people
# of Youth Advisory Board meetings average attendance	1 meeting/7 people
# of Grandparent Support Groups average attendance	2 meetings/5 people
Media Coverage related to Substance use prevention	7
Media Coverage related to other YFS programming	3
Multimedia Campaigns Related to Substance use prevention/education	6
Multimedia Campaigns Related other topics	1
Miscellaneous Partnerships Activities related to substance use prevention	4
Miscellaneous Partnerships Activities related to other YFS opportunities	6
# of Care Packages provided to youth and/or families/parents	12
# of basic needs support provided to families	111
Number of participants in a community/parent education (defined as an event in which skills are being taught, information is being disseminated by our agency regarding various topics meant to increase awareness & skills)	1,069
Number of participants in a community enrichment event (defined as an event that promotes interaction and engagement with each other and the community – no educational component)	460

Grants Applied for: P, G, D

DCF Youth Employment \$13,552 (G)
 BRS \$3,179 (G) DOL \$67,291 (G)
 Career Pathway Pipeline \$19,100 (G)
 Foundations \$8,222 (G)

NPS Afterschool grant \$111,000 (G) LPC \$7141.55
 (P) DFC Continuation \$125,000 (P), CYSA JRB
 \$7,000 (G) NPS 21st Century Grant \$5,000 (G),
 DFC Main Enhancement \$84,875 (G)

Activities to Remember

Provided 110 backpacks and hygiene products at a community event

Summer Youth Employment held lunch and learns for youth covering topics of mental health, QPR, resume building, sexual harassment in the workplace, and career exploration.

Summer Jam successfully diverted 10 youth from the juvenile justice system and engaged them in building relationships with the community!
 work sites as regular employees after completion of the summer youth

Planning & Neighborhood Services

Quarterly Report: 07-01-22 through 09-30-22

During the period from July 1, 2022 through September 30, 2022, the Planning and Neighborhood Services Department:

- Three new employees started in the department: (2) Building Code Compliance Tech 1 and (1) Blight Control/Housing Code Enforcement Officer.
- Submitted applications to NVCOG and CRCOG seeking brownfields remediation grant and loan funds for the YMCA project.
- Collaborated with NCDC and Public Works on the purchase and install of parklets for downtown.
- Prepared and presented a Complete Streets Policy, which was adopted by the City Council.
- Selected SLR as the planning consultant for the Plan of Conservation and Development project.
- Prepared and distributed a survey to solicit community input into the Plan of Conservation and Development (POCD).
- Started holding weekly stakeholder meetings to solicit input for the preparation of the POCD.
- Department Staff attended numerous in person and remote trainings or conferences specific to their job responsibilities.
- Selected CitizenLab as the city's community engagement platform and numerous city and NCDC staff trained on use of the online/digital tool.
- Prepared an RFQ and held interviews for LEP consultant services. Selected the firm of GZA to assist the city with brownfield matters.
- Participated in numerous meetings to discuss and consider potential projects eligible for Community Challenge and CIF 2030 grant funding.
- Collaborated with interested parties and NCDC to discuss potential marina development.
- Continued to attend virtual meetings with SCCOG consultants and the City staff responsible for emergency management to discuss an updated Hazard Mitigation Plan to align it with resiliency planning.
- Presented the draft Local Historic Inventory to the City Council who adopted it to help alleviate some restrictions for a number of significant properties located within special flood hazard areas.
- Attended meetings and site visits with the Public Works Department and SLR Consultants for design of the Uncas Leap project which is an ARPA funded project
- Staff participated remotely and in person at the regular meetings of land use boards and commissions.
- Investigated building code, wetlands, blight and zoning complaints and followed through on enforcement actions where violations were determined.
- Met with numerous property owners and developers, both in person and remotely, regarding a multitude of properties and potential projects throughout the city.
- Assisted municipal boards and commissions with processing and reviews of the following 5 Land Use Applications:
 - Inland Wetlands and Watercourses Conservation Commission 2 Applications (1 Regulated Activities, 1 Administrative Upland Review & 0 Non-Jurisdictional Ruling)
 - Commission on the City Plan – 1 Applications (0 Subdivision & 1 Special Permit, 0 Site Development Plan, (and 0 CAM – Associated with other approvals)
- Zoning Board of Appeals – 2 Applications (2 Variance (0 Approved 0 Denied) & 0 Appeal of the ZEO)
- Received 112 Complaints relative to the following:
 - Blight – 58
 - Housing/Property Maintenance - 17
 - Work without Permit(s) - 12
 - Wetlands - 1

- Zoning – 24
- Investigated and/or issued 89 Violations and Closed 13
 - Blight – 42
 - Housing/Property Maintenance - 18
 - Work without Permits(s) – 16
 - Wetlands - 1
 - Zoning – 12
- Responded to 5 Police or Fire Call-Outs
- Citations Issued 0 Value of Citations Issued: \$ 0
- Citation Fees Collected \$210.00
- Issued 544 Building Permits (479 residential, 60 commercial, 1 Industrial and 4 municipal)
- Building Permits per assigned FTE 363 (total number divided by 1.5)
 - 3 Structures
 - 9 Dwelling Units Condemned
 - 1 Buildings Demolished
- 17 Zoning Letters of Compliance Prepared
- 108 Zoning Permit Applications
 - 81 Zoning Permits Issued, which includes 14 New Business/Conversion Permits.
 - 4 Permit Applications rejected



CITY OF NORWICH
CONNECTICUT
POLICE DEPARTMENT



70 THAMES STREET
NORWICH, CT 06360
(860) 886-5561



PATRICK J. DALEY
Chief of Police

Quarterly July 1, 2022 thru September 30, 2022

PATROL DIVISION



In the period July 1st, 2022 thru September 20, 2022 **the Norwich Police Department Patrol Division handled approximately 13,229 calls for service.** Included in these service calls:

- **Arrests Made 239**
- **944 Offense Reports Taken**
- **235 Traffic Accidents Investigated**

- 715 Motor Vehicle Stops Initiated
- 53 Infractions Issued
- 554 Alarm Responses (Burglary and/or Panic)
- 4797 Telephone calls into Dispatch
- 1957 -911 Calls



Officer Ken Wright received the MADD Award from Mothers Against Drunk Driving Awards Event at Mohegan Sun on September 30, 2022. In addition the Norwich PD came in as the 5th place Department for DWI enforcement and **FIRST** in Police Departments with 50-100 officers

INVESTIGATIONS

7/01/2022- Lamar Flucker arrest. Detective Karasuk completed a search warrant of his address at 51 14th Street to locate a firearm which was allegedly displayed during the incident to arrest. During the search a firearm was located and seized from his bedroom. 22-25727-AR

7/05/2022 - 12:17am Convent Avenue shooting. One victim shot in the face (survived) who was for the most part uncooperative. 30 rounds (9mm and .40 cal) were discharged by the Suspect(s). 22-26295-OF Detective Callender.

7/07/2022- Stolen car reported on Grove Street. In plain view were shell casings inside the vehicle. Vehicle matched the description of a vehicle involved in a shooting incident in New London the night before. Search warrant conducted by Detectives for the case. Information forwarded to New London Detectives.

07/14/2022- Around 1130am, numerous 911 calls for shots fired in Franklin Square. Jamel Pires was in a fight and shot at two individuals who sustained gunshot wounds. The victims fled in a vehicle and Pires fled on foot north on Franklin toward Oak Street. The entire event was captured on public safety cameras. The victim(s) car was located and stopped on Washington Street but they were uncooperative and sent to 104A. Jamel Pires was also located at 16 Oak Street attempting to gain entry into the house to elude police. 22-27659-AR Detective Cannata.

8/02/2022- Detective Division along with many other members of the Department conducted National Night Out which was a complete success.

8/04/2022 - At 8:20pm several juveniles were shot at by an unknown male. Investigation revealed the shot came from a window at 378 Central Avenue. Larry Daniels was arrested that night for interfering with the investigation and later determined to be the shooter. Search Warrant conducted at the residence discovered a firearm matching the same caliber shell casing found in front of the residence. Case transferred to Detective Seidel warrant pending for Daniels for the shooting. #22-30838-OF.

8/06/2022 At 12:04am shooting occurred on Division Street. Victim shot multiple times and survived. Detective Wright's case. #22-30991-OF

08/15/2022- At approximately 2:00am Officers responded to Summer Street for a reported Sex Assault.. At this point in investigation appears to be enough PC for warrant just need to check with PART A if they want the case or send to GA21. Detective Callender's case. #22-32226-OF.

8/16/2022- At 2138 reported shots fired in the area of Broad Street and Baltic Street. Investigation revealed two vehicles were involved and occupants inside of the vehicles were shooting at each other at that intersection. One vehicle involved was located on Arcadia Street with the operator. That vehicle was seized and a SW executed on that car in which a shell casing and projectile were seized. Suspect was developed as a person of interest in the case and a subsequent SW was executed on his residence located on Otis Street. While executing the warrant several people were in front of the residence one of which was believed to be the suspect. Those individuals were detained and two guns were discovered. One was legal and belonged to suspect's brother the other was in possession of Quincy Jean-Louis in which he was arrested for. The gun was also a "ghost" gun.

9/02/2022- MAK's robbery being investigated by Detective Wright. 22-35068-OF

9/05/2022 - Westside Shell Gas Station robbery. Detective Lawton investigating. 22-35443-OF

9/11/2022 – Detective Division took Sexual Assault investigation from patrol. Officers were approached by subject and his girlfriend who reported she was just the victim of a sexual assault. Victim was transported to Backus hospital and the detectives were notified. Detective Lawton's case #22-36235-OF

9/13/2022 - Deceased 49yr old female on N. Main St. Detectives called in to investigate. Appears to be an OD of prescription meds. Awaiting autopsy results. Detective Karasuk's case 22-36495-OF

09/15/2022- Shooting at Pistol Pete's. Victim not cooperative shot in arm. Suspect identified who has a history of gun violence. Detective Karasuk's case #22-36770-OF.

9/20/2022- Officers responded to Wawecus Hill Rd after an odd 911 call about a roommate falling down the stairs. The victim was not able to be revived and pronounced at the scene. Due to the incident the detective division was notified and responded. Nothing outwardly suspicious at this time. Waiting on autopsy results.

9/25/2022 -Robbery at Ravi-Mart Greenville. SW executed on abandoned residence and clothing worn by suspect at time of robbery seized. Possible suspect identified. Detective Callender's case #22-38127-OF

FY22-23 1st QUARTER OVERDOSE DEATHS - 1 (pending autopsy confirmation)
38 OD's total 5 fatal.

JUVENILE SEXUAL ASSAULTS COMPLAINTS:

Detective Callender was assigned 15 juvenile sex assault cases this quarter.

SCHOOL RESOURCE OFFICER

Officer Bob McKinney, Officer Heather Meikle, Officer Santiago and Officer Jared Homan started the school year.

NORWICH POLICE TRAINING AND SELECTIONS

Officer Fair ended his FTO training and was assigned to the midnight patrol division.

Recruits Nute is graduated the CT POST Academy in July. She is currently began her FTO training and is expected to complete the training at the end of October 2022.

Recruits Jacquelin Tanner and Mason Mobley continue to attend their CT POST Academy Training.

Recruit Carrollo was hired and began the CT POST Academy training on September 23rd, 2022.

PROJECTS

The CAD/RMS system upgrade has kicked off and preliminary work and business review plans are underway. Estimated completion June 2023. Unexpected delays in computer hardware and electronics have pushed the completion date to late 2022

The Norwich FD radio upgrade and transition to the CT State Radio System is also underway. Unexpected delays in computer hardware and electronics have pushed the completion date to late 2022.

PROMOTIONS

Sergeant Nick Rankin was promoted to Lieutenant and is assigned as a shift commander on the midnight patrol. Detectives Stephanie Reichard, Richard Cannata, and Christopher Hawrylik were promoted to the rank of Sergeant. They have been assigned to the evening and midnight patrol.

BUDGETARY MATTERS

The Norwich Police Department has been actively attempting to control costs, maximize efficiencies and eliminate waste. Understaffed patrol shifts and assignments cause unexpected increases. Other factors beyond our control have caused expenditures faster than the anticipated rate. They are:

- Several officers/supervisors out on Workers Compensation for work related injuries
- Major crime investigations and staffing.

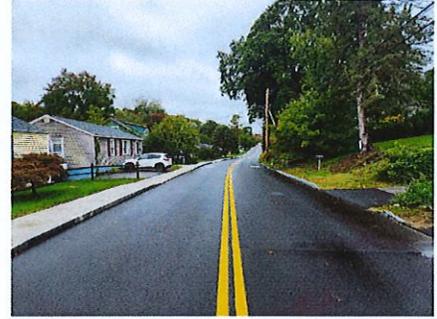
GRANTS

Edward Byrnes FY22 \$22,179-Electronic Speed Signs and Dispatch Computer Screens.

FY 2022 COPS Technology and Equipment \$700,000-CAD/RMS and FD Radio Transition



Public Works



Mission

Dunham St.

after

Protect the safety, property and well-being of all Norwich citizens and businesses through the maintenance and preservation of the city's assets and infrastructure, including roads, bridges, parks, buildings, cemeteries, solid waste facilities and automotive equipment.

Accomplishments from July 1, 2022 to September 30, 2022

- Completed a three hundred foot storm drainage project for a flood prone area on Sylvester Street in an area where Habitat for Humanity is constructing new housing.
- Set up and dismantled the bandstand for numerous City sponsored events, including Rock the Docks, Global City Norwich events, and Acoustic nights on Norwichtown Green.
- Repaired and replaced the tops on over 30 catch basins in conjunction with the City paving program.
- Performed seasonal maintenance such as mowing the parks and cemeteries.
- Removed over 15 trees, which were in decline, and posed a risk to the public.
- Roadside cutting of trees and brush, including support for road paving.
- Curbing and driveway apron replacements following the paving of the Maple Street area.
- Roadside trash pick-up, including coordinating with and assisting the "Clean-Up Norwich" group.
- Performed fall City-wide brush pick-up.
- Repainted Crosswalks and stop bars throughout the City, including lines and markings for the Eighth Street Bridge work.
- Fleet Maintenance Division performed Preventative Maintenance and repairs on over 280 vehicles for PW, Police, Fire, Board of Ed., and all City departments.
- Fleet oversaw the pump testing on 17 fire apparatus, and the Aerial testing of four Aerial trucks for Norwich FD and Volunteer departments, and completed needed repairs on same.
- Fleet performed under body rust removal and prevention on three pieces of Fire Apparatus, and three Public Works Dump Trucks.
- Painted the City Clerk's office, and installed new carpet in the Clerk's copy room.
- Completed improvements to the third floor of 23 Union St., including ceiling tiles and paint.

2022 Construction Season Projects Status

- Continued the 2022 Pavement Program with the paving of Connecticut Ave. Extension, Williams Street area, and Maple Street area.
- Chip sealed over four miles of roads, including Belleau St., Cranberry Pond Rd., East Pratt Ave., Ethel Court, Hunters Ave. (Mathieu to Hunters Road), Mathieu St., Mohegan Rd. (Montgomery Lane to Recreation), Montgomery Lane, Reynolds Rd., Starr St., Stewart Rd., Teachers Drive, and Tetreault Street.
- Oversaw the completion of the Dunham Street project, (pictures above), reconstructing three quarters of a mile of roadway, and providing safe pedestrian access between West Main and West Thames Street.
- Continued with the construction management of the Sherman Street Bridge project, a \$14.5M bridge replacement project, 90% of which is funded with Federal and State money.

LEAD HAZARD CONTROL PROGRAM

	Quarterly Progress	Quarterly Funds Expended	Cumulative
Completed/Cleared	6	-	43
Funds Expended *Including Healthy Homes	\$335,290.00	\$56,325.00	\$391,615.00
Number of Units in Progress or Under Contract	6	-	-

Comments: LBPHCP Quarterly Fiscal Reporting Period 7/1/2022 – 9/30/2022

COMMUNITY DEVELOPMENT BLOCK GRANT

	Quarterly Progress	Quarterly Funds Expended	Cumulative (Actual)
Units Completed/Cleared	7	-	26
Funds Expended	\$186,933.00	\$109,490.00	\$296,423.00
Number of Units in Progress or Under Contract	5	-	-

Comments: Community Development Quarterly Fiscal Reporting Period 7/1/2022 – 9/30/2022



Robert D. Farwell
Executive Director

Director's Report, First Quarter 2022-2023

As part of the 2022-2023 budget, the board approved our transition to a fines-free model, which will be implemented beginning on July 15. To help address questions from the public and provide explanatory notes for the staff, a Question and Answer sheet is ready for distribution. A copy is attached for your perusal. The information will also be added to the library website and shared with the public via social media and a special email announcement. This change in status aligns us with most of our peers in the LION Consortium and will redound to Otis's benefit.

Members of the Otis staff participated in the Rose Arts Festival. Our booth was well patronized and considerable interest expressed in obtaining library cards and participating in programs. If you visit our Facebook page you may still see several photographs, including our selfie anime station! <https://www.facebook.com/otislibrarynorwich>

The board also approved the revised library Bylaws, including a section specifying the committees that require board membership, helping to ensure that all board members have an opportunity to participate in committee work.

You may be aware of events at the Cragin Library in Colchester involving the town's First Selectman and his challenge of a children's book, "Who is RuPaul?" Book challenges are nothing new but have increased in frequency in the recent past. With the board, we have modified our Materials Selection Policy. I think these changes will strengthen our ability to respond to any challenges to items in our collection. We have also drafted proposed changes to our Local History and Genealogy policy based on discussions with the two staff members who will be

Assistant Director Cathy Special submitted a successful application Finally, Assistant Director Cathy Special submitted a successful application to the Southeastern Connecticut Cultural Coalition ARPA funds for temporary and permanent StoryWalk installations around Spaulding Pond at Mohegan Park. We can also use the temporary version around town and at community events. This is a great addition to our programs and services. Cathy can elaborate on the StoryWalk and its genesis at the board meeting.

Otis Library has again been selected to participate in a Connecticut State Library-sponsored pilot project. The state library has asked us to partner with them and Libraries Without Borders, (LWB). LWB US is a nonprofit organization that empowers disconnected communities and people in crisis by facilitating access to reliable information, learning opportunities, and cultural resources. Since 2015 they have created connected learning places across the United States. From public parks and community gardens in Baltimore to laundromats in Oakland and San Antonio, from low-income housing co-ops in Minnesota to places of worship and community centers in Puerto Rico, LWB meets people where they are and connects them to the vital information they need to live, work, learn, and play. The pilot is designed to help Connecticut libraries engage under-resourced and currently underserved or unserved communities - especially rural, low-income, immigrant, and refugee communities, and communities of color.

August and September presented several challenging scenarios which affected the building. The extended heat and humidity had a deleterious on the HVAC and resulted in extensive repair work. Fortunately, Norwich Public Utilities did its usual outstanding job of maintenance and the system was restored to its normal operation. To improve the functioning of the HVAC, we are collaborating with Norwich Public Utilities and New England Energy Controls to adjust the operating times for the system and allow for remote adjustments to its hours of operation. Now that onsite programming is expanding we need to improve our ability to extend both the cooling and heating cycles beyond our regular operating hours.

In August Otis made its first appearance at the New London Pride Festival, joining several other area libraries with booths and materials to share. It proved to be a very successful event and introduced many residents to the library, its programs, and its services. Otis also appeared at the Celebrate Diversity event at Brown Park on September 19 and looking ahead to October, we will participate in the Norwich Halloween Strut on October 29.

Robert D. Farwell

Robert D. Farwell, Executive Director
Otis Library